Form **13533** (September 2020)

Department of the Treasury - Internal Revenue Service

VITA/TCE Partner Sponsor Agreement

We appreciate your willingness and commitment to serve as a sponsor in the Volunteer Income Tax Assistance (VITA) or Tax Counseling for the Elderly (TCE) volunteer tax return preparation programs.

To uphold taxpayers' civil rights, maintain program integrity and provide for reasonable protection of information provided by the taxpayers serviced through the VITA/TCE Programs, it is essential that partners and volunteers adhere to the strictest standards of ethical conduct and the following key principles be followed.

- · Partners and volunteers must keep confidential the information provided for tax return preparation.
- Partners and volunteers must protect physical and electronic data gathered for tax return preparation both during and after filing season.
- Partners using or disclosing taxpayer data for purposes other than current, prior, or subsequent year tax return
 preparation must secure the taxpayer's consent to use or disclose their data.
- Partners and volunteers must delete taxpayer information on all computers (both partner owned and IRS loaned) after filing season tax return preparation activities are completed.
- Partners and site coordinators are expected to keep confidential any personal volunteer information provided.
- Partners will educate and enforce the Volunteer Standards of Conduct and Civil Rights Laws and the impact on volunteers, sites, taxpayers and the VITA/TCE Programs for not adhering to them.

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1. Sponsor name			
Lexington-Fayette Urban	County Government		
2. Street address			
200 East Main Street			
3. City		4. State	5. Zip code
Lexington		KY	40507
6. Telephone number	7. E-mail address		
859-494-4670	paulabondking@gmail.com		
Please review this form an	d Form 13615 Volunteer Standards of Con	duct. By signing and datin	g this form, you are

Please review this form and Form 13615, Volunteer Standards of Conduct. By signing and dating this form, you are agreeing:

- a) To the key principles,
- b) All volunteers participating in your return preparation site will complete the volunteer standards of conduct training, and
- c) All volunteers will agree to the Volunteer Standards of Conduct by signing and dating Form 13615.
- To read, understand and follow the Statement of Assurance Concerning Civil Rights Compliance listed in <u>Publication 4299, Privacy, Confidentiality and Civil Rights.</u>
- e) Form 13615 will be validated and signed by a partner designated official (Site Coordinator, partner, instructor or IRS contact).

The IRS may terminate this agreement and add you to a volunteer registry, effective immediately for disreputable conduct that could impact taxpayers' confidence in any VITA/TCE Programs operated by you or your coalition members.

	Sind State	12/10/24
Sponsor signature	1-600,00000	Date
Linda Gorton		
Print name		
Mayor		
Title		

Privacy Act Notice

The Privacy Act of 1974 requires that when we ask for information we tell you our legal right to ask for the information, why we are asking for it, and how it will be used. We must also tell you what could happen if we do not receive it, and whether your response is voluntary, required to obtain a benefit, or mandatory. Our legal right to ask for information is 5 U.S.C. 301.

We are asking for this information to assist us in contacting you relative to your interest and/or participation in the IRS volunteer income tax preparation and outreach programs. The information you provide may be furnished to others who coordinate activities and staffing at volunteer return preparation sites or outreach activities. The information may also be used to establish effective controls, send correspondence and recognize volunteers.

Your response is voluntary. However, if you do not provide the requested information, the IRS may not be able to use your assistance in these programs.

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3. City		4. State	5. Zip code
Lexington		KY	40507
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859-494-4670	paulabondking@gmail.com		
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Department of the Treasury - Internal Revenue Service

OMB Number 1545-2222

Volunteer Site Information Sheet

Purpose: The IRS toll-free assistance line and the VITA Site Locator Tool on irs.gov use the information you provide on this form to help taxpayers locate the nearest volunteer tax preparation site. Fill-in the information below carefully and ensure it is accurate and complete. Return the completed form to your local IRS contact. If the site information changes after submitting this form, please provide your local IRS contact with the updated information immediately.

	JINGOL WILLI LI	c upuateu iii			ormation "		
Date (MMDDY	YYY) 11/19/20	024			repare prior year returns		X Yes No
Revised form			Yes X No	12. Does the sit	te offer Certifying Acceptance A	gent (CAA) service	Yes No
1. Site name	CHARLES `	YOUNG CENT			te use an Alternative Filing Met lect one and type additional me		Yes No
2. Site addres	s 540 EAST T	HIRD STREE	Γ		, , , , , , , , , , , , , , , , , , , ,	Charles and a section for	this site? Palest
City, state, Zip code	LEXINGTO	N, KY 40508		all that app	•		
4. Site Identifi Number (S	6/2/013	888		DocuSign Google doc	Fax machines and	or phone calls G	et Your Refund ustomer portal
5. Program ty	pe VITA		₹	☐ TaxSlayer f	axpayer scanned documents	Zoom or other video	conferencing system
6. First day on Last day on	177	7/25 /	4/8/25	Other syste			
7. Languages offered	ENGLI	SH		customers/l	/ITA/TCE site offer voter regist axpayers at any time during the	e year	Yes X No
8. Is the site of	pen to public	×	Yes No	If "Yes". Re	te offer Financial Education and lationship Manager is required noial Education & Asset Buildin	to complete Form 14099 -	Yes X No
9. Is the site an appointment only site Yes X No				te Prepare Non-Resident Allen		Yes X No	
If "Yes", provide contact name and phone number			18. Has Form 1	5272, VITA/TCE Security Plan	, or equivalent been	X Yes No	
10. Is the site	a mobile only s	ite 🔲	Yes 🕱 No	19a, Federal e-	file X Yes No 19t	o. State e-file	X Yes No
				Site Oper	ating Hours		
Day	Tii	me		Comme	nts (e.g. holiday closures, a	alternative opening times)	
	Open	Close					
MON	5:00PM	8:00PM	CLOSED FE	BRUARY 17, P	RESIDENTS DAY		
TUE	4:00PM	8:00PM					
WED							
THUR							
FRI							
SAT							
SUN							
				ite Coordin	ator or Contact		
Name					Phone number	Best time to call	□ АМ □ РМ
PAULA KIN					8594944670	ANY	
•	et, city, state, zij	•	1 1237 40500		Email address PAULABONDKING@GN	AAII COM	
540 EAST 11	HIRD STREET	, LEXINGTOR	N, KI 40508	IRSI	Ise Only	IAIL.COM	
Date Form 13	715 received in	Territory Office		11(0)	SPECTRM updated (employ	ee SEID) and date	
		3				15	
Territory Mana	ager or Designe	e approval (sig	n and date cert	ifying the informa	ation on this form matches the	data in SPECTRM)	

Privacy Act and Paperwork Reduction Notice — Our authority to ask for this information is 5 U.S.C. 301 and 26 USC 7801 and 7803. The primary purpose of asking for this information is to assist us in providing services to taxpayers at sites supporting IRS volunteer income tax preparation and outreach programs. The time estimated for participation is 30 minutes. Your response is voluntary. However, if you do not provide the requested information, the IRS may not be able to promote your assistance in these programs. We may not conduct or sponsor a collection of information subject to the Paperwork Reduction Act without displaying the OMB control number. We may provide this information to volunteers who coordinate activities and staffing at taxpayer assistance sites, and we may disclose this information to the media and the public. For more information about these and other routine uses, see the Privacy Act notices for Stakeholder Relationship Management and Subject Files and Volunteer Records (10.004 and 10.555) in the Federal Register: September 8, 2015 (Volume 80, Number 173) [Pages 54073-54074]

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	ontact with the	e upuateu in	iornation iii		rmation		
Date (MMDDY)	YYY) 11/19/20	724			pare prior year returns		X Yes No
Revised form	11/15/20		Yes X No	l	offer Certifying Acceptar	nce Agent (CAA) service	Yes No
1. Site name	CHARIES	YOUNG CENT		13. Does the site	use an Alternative Filing	Method for return preparation	Yes No
	CHARLES	TOUNG CENT		If "Yes", sele	ct one and type additiona	l methods if applicable	
2. Site addres	s 540 EAST T	HIRD STREE	T	14 What capica	eveteme are used to sur	port virtual return preparation for	this site? Select
City, state, Zip code	LEXINGTO	N, KY 40508		all that apply	1.		
4. Site Identification Number (SIDN) S43013888			DocuSign Google docs	Fax machines	and/or phone calls G TaxStayer taxpayer c	et Your Refund ustomer portal	
5. Program type VITA			¥	☐ TaxSlayer ta	xpayer scanned docume	nts Zoom or other video	conferencing system
6. First day open/ Last day open 1/27/25 / 4/8/25			4/8/25	Other system			
7. Languages ENGLISH offered				customers/ta	TA/TCE site offer voter re xpayers at any time during	ng the year	Yes X No
8. Is the site o		X	Yes No	If "Yes". Rela	tionship Manager is requ	n and Asset Building Services ired to complete Form 14099 - uilding Partner Assessment Tool	
9. Is the site an appointment only site Yes X No If "Yes", provide contact name and phone number					Alien/Foreign Student/Scholar	Yes X No	
				272, VITA/TCE Security the Territory Office	Plan, or equivalent been	X Yes No	
10. Is the site	a mobile only si	ite 🔲	Yes 🗶 No	19a, Federal e-fi		19b. State e-file	X Yes No
					ting Hours		
Day	Tir			Commen	ts (e.g. holiday closure	es, alternative opening times;	
	Open	Close					
MON	5:00PM	8:00PM	CLOSED FE	BRUARY 17, PR	ESIDENTS DAY		
TUE	4:00PM	8:00PM					
WED							
THUR							
FRI							
SAT							
SUN							
			S	ite Coordina	tor or Contact		
Name					Phone number	Best time to call	☐ AM ☐ PM
PAULA KIN					8594944670	ANY	
	et, city, state, zij				Email address		
540 EAST TI	HIRD STREET	, LEXINGTO	N, KY 40508		PAULABONDKING	@GMAIL.COM	
				IRS Us	e Only	, OFID	
Date Form 13	715 received in	Territory Office			SPECTRM updated (err	iployee SEID) and date	
Torriton, Mons	ager or Designe	e annroval (sin	n and date cert	lifying the informati	on on this form matches	the data in SPECTRM)	

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	miaci willi lii	e upuateu iii		auon iii	Site Ir	forn	nation					
Data (MADO)	AAA 11/10/04	004				_	e prior year reta	ums		X Ye	s T] No
Date (MMDDY) Revised form	YYY) 11/19/20		Yes	X No					e Agent (CAA) service	☐ Ye	_=	7 No
				X NO					Method for return preparation	☐ Ye] No
1. Site name	CHARLES	YOUNG CENT	ER						methods if applicable	ш	, r	7 1.0
2. Site address	s 540 EAST T	HIRD STREE	Γ									
3. City, state, Zip code		N, KY 40508			14. What serv				ort virtual return preparation for			
4. Site Identification Number (SIDN) S43013888				☐ DocuSign☐ Google do		Fax mad	chines a	ind/or phone calls Ge TaxSlayer taxpayer ci	et Your Re ustomer p			
5. Program typ	oe VITA			v	☐ TaxSlayeı	r taxpa	yer scanned do	cument	s Zoom or other video o	conferenci	ng sy	/stem
6. First day op Last day op	172	7/25 /	4/8	/25	Other sys	•						7
7. Languages offered	ENGLI	SH			customers	/taxpa	yers at any tim	e during		☐ Ye	_	No No
8. Is the site o	pen to public	×	Yes	☐ No	If "Yes". R	elation	iship Manager i	is requir	and Asset Building Services red to complete Form 14099 - Iding Partner Assessment Tool	∐ Ye	٥ ١٨	() No
9. Is the site an appointment only site Yes X No				X No	17. Does the				ien/Foreign Student/Scholar	☐ Ye	s 🗴	₹ No
If "Yes", provide contact name and phone number					, VITA/TCE Se Territory Office	•	lan, or equivalent been	X Ye	s [] No		
	a mobile only s	ile 🗆	Yes	X No	19a, Federal		X Yes		19b. State e-file	X Ye	s [7 No
	a moone only o	<u>L</u>			Site Ope	eratir	ng Hours					
Day	Tir	me			Comm	ents (e.g. holiday o	losures	s, alternative opening times)			
	Open	Close										
MON	5:00PM	8:00PM	CLC	OSED FE	BRUARY 17,	PRES	DENTS DAY					
TUE	4:00PM	8:00PM										
WED												
THUR												
FRI												
SAT												
SUN												
				5	ite Coordi	nato	r or Conta	ct				
Name PAULA KIN	G					- 1	none number 594944670		Best time to call ANY	□ АМ		РМ
	et, city, state, zij	p code)				_	mail address					
	HIRD STREET		I, KY	40508				CING@	GMAIL.COM			
					IRS		Only					
Date Form 137	715 received in	Territory Office				SP	ECTRM update	ed (emp	loyee SEID) and date			
Territory Mana	ger or Designe	e annroval /sin	n and	date cen	ifving the infom	nation	on this form ma	atches th	he data in SPECTRM)			

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